

Certificate of Credit Counseling

Last Updated: October 20, 2005

1. **Log into CM/ECF.**
2. Select **Bankruptcy.**
3. Select **Other.**
4. Enter the **Case Number.** Click **Next.**
5. Select **Certificate of Credit Counseling** from the event list. Click **Next.**
6. Click **Next** to skip the **Joint filing with other attorney(s)** screen.
7. **Select** the party filer. If the party filer is not listed, click Add/Create New Party.
8. **Browse** to select the Certificate of Credit Counseling pdf file. Click **Next.**
9. Answer the question, “**Has the Debtor & Joint Debtor signed this certificate?**” by selecting either “**yes**” or “**no**” from the drop down box.

Click **Next.**

NOTE: If there is only one debtor you will select “**no**”.

10. Click **Next.**
11. **Verify** the final docket text before submitting. If correct, Click **Next.**

CAUTION!!

- This is the last screen. Clicking **Next** will submit this document to the database.
- If the final docket text is incorrect, click the browser **Back** button to find the screen to be modified.
- To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF** Menu bar.

12. **Notice of Electronic Filing/Receipt** screen displays.

WARNING: IF THE NOTICE OF ELECTRONIC FILING SCREEN DOES NOT APPEAR, DO NOT REFILE YOUR DOCUMENT. CALL THE CLERK'S OFFICE.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this pleading is now an official court document.